

**EXTENSION UNIT**

An extension unit can be fitted to your telephone. This provides additional keys which can be configured as feature keys, line keys, call keys etc.

To affix labels: push the holding strip of the unit backwards to you and lift it. Install the label under the keypad, in the housing designed for, and place the keypad back into position.

1. Customising your terminal**Modifying your personal code**

1. Using the left-right navigator, navigate to the Menu screen
2. Press Button adjacent to Settings
3. Press Button adjacent to Options
4. Press Button adjacent to Password
5. Follow the onscreen information

Lock/unlock your telephone

1. Use the left-right navigator, navigate to the Menu screen
2. Press Button adjacent to Lock
3. Depending on the displayed information, enter either your password or confirm (default is 1515)
4. Your telephone is locked/unlocked

Identifying the terminal you are on

Using the left-right navigator, navigate to the Info screen. Your terminal information will be displayed

AUDIO KEYS

- **Hang-up key:** to terminate a call.
- **Hands-free/Loudspeaker Key:** to make or answer a call without lifting the receiver.
- **Intercom/Mute key:** press during a conversation so that your correspondent can no longer hear you
- **Terminal Idle:** press to answer calls automatically without picking up the receiver.
- **Plus and Minus keys:** To adjust the loudspeaker or handset volume.

FUNCTION KEYS

- **Guide key:** To obtain information on functions of the menu page and to program key of the "perso" page
- **Messaging key:** if the key flashes, a new voice or text message has been received.
- **"Redial" key:** to access the "Redial" function.
- **Programmable key (F1 & F2):** lit when the function associated with the key is activated

NAVIGATION

- **Up-down:** to scroll through the content of a page
- **Left-right:** to move from one page to another
- **OK key:** used to validate your choices and options.
- **Back/Exit key:** to return to previous menu (short press) or return to first screen (long press) : during a conversation, provides access to welcome screens (Menu, Info, ...) and to return to the conversation icon screens.

DISPLAY AND DISPLAY KEYS

-  **Transfer icon:** allows to program or change the transfer function
-  **Headset connected**
-  **Silent mode activated**
-  **Appointment programmed**
-  **Telephone Locked**

Adjusting the audio functions

1. Use the Left-right navigator to navigate to the Menu screen
2. Press the button adjacent to Settings
3. Press the button adjacent to Phone
4. Press the button adjacent to Ringing
5. Press OK to adjust Melody, and use the Up-down navigator to select desired melody. Confirm your selection with OK.
6. OR
7. Scroll to Volume, press OK, and use the Left-right navigator to select desired volume. Confirm your selection with OK.

Adjusting screen brightness

1. Use the Left-right navigator to navigate to the Menu screen
2. Press the button adjacent to Settings
3. Press the button adjacent to Phone
4. Press the button adjacent to Contrast
5. Increase or decrease the contrast

Alcatel 40user Manual

Terry C. Jones



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